Excerpt from the [EFAP Policy and Procedure Manual](https://cms.agr.wa.gov/getmedia/3b14649b-5f85-4fa6-b1b5-294e01d8e9f3/483-EFAPProceduresManual) Page 56

Food Procurement Priority System  
This policy applies to organizations using EFAP funds.

1. Food Pantries Will Have a Food Procurement Priority System in Place.Food pantries have an obligation to be good stewards of public funds, procuring food in the most  
cost-effective manner possible. WSDA monitors for compliance with this policy.

• Food pantries should attempt to acquire food in the following order when utilizing state funds:

o Donations  
o Nonprofit distributors  
o Wholesalers or food brokers  
o Discount retailers  
o Local retailers (including local farms)

• Contractors should have information on what food resources are available and the process for  
obtaining product from those resources.

• Contractors are responsible for monitoring their food pantries’ compliance.

• Contractors must include discussion about how its service area food pantries will procure food  
at the EFAP meeting held with food pantries prior to submitting the biennial application.

• Food pantries should share information about resources, and should consider making purchases  
as a group where that would be most cost-effective.

• The State recognizes that there are circumstances benefiting a food pantry and those they serve  
when the above order for procurement might be overridden. Significant deviation from this  
policy must be justified.

• Any food product procured with EFAP funding is intended solely for private consumption by  
eligible recipients. The sale, trade, exchange or other disposal of these foods for personal gain is  
strictly prohibited.